

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts			POSITION CODE 18-Y18	
1. POSITION TITLE BACTERIOLOGIST I		AGENCY Department of Public Health		
2. APPROPRIATION CODE	POSITION NUMBER	SALARY	DATE	
3. GENERAL STATEMENT OF DUTIES: Performs complex microbiological tests to identify pathogenic bacteria of both clinical and public health importance. Performs immunologic tests for the detection and identification of the antigens of specific pathogens. Performs related work as required.				
4. SUPERVISION RECEIVED:				
5A. DIRECT REPORTING STAFF 5B. THEIR STAFF				
6. DETAILED STATEMENT OF DUTIES: Examines specimens by microscopic, cultural, biochemical and immunologic tests to identify bacterial pathogens of both clinical and public health importance. Performs conventional culture, serological, and immunological techniques to identify the etiologic agents of communicable diseases of public health concern. Performs nucleic acid amplification and molecular subtyping procedures for the identification of pathogenic bacteria. Follows laboratory procedures for specimen handling and processing, test analyses, reporting and maintaining records of patient test results. Adheres to the laboratory's quality control policies, documents all quality control activities, instrument and procedural calibrations and maintenance performed. Follows the laboratory's established policies and procedures whenever test systems are not within the laboratory's defined acceptable levels of performance. Documents all corrective actions taken when test systems deviate from the laboratory's established performance specifications. Advises clinicians, laboratories and Boards of Health concerning the interpretation of laboratory results. Observes safety precautions and practices. Performs related duties as required.				
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the principles and practices of bacteriology. Knowledge of the principles and practices of general chemistry. Knowledge of the types and uses of equipment, apparatus and materials used in a bacteriological laboratory. Knowledge of the practices, techniques and tests relative to a bacteriological laboratory. Knowledge of the proper methods for disposing of contaminated laboratory materials and use of sterilization equipment. Knowledge of the calibration and/or adjustment techniques as applied to laboratory equipment. Knowledge of the safety practices and procedures followed in a bacteriological laboratory. Knowledge of the terminology and standard abbreviations used in a bacteriological laboratory. Knowledge of the techniques of sample collection, handling and transportation of specimens. Ability to analyze and determine the applicability of bacteriological data, to draw conclusions and make appropriate recommendations. Ability to follow oral and written instructions. Willingness to work under exposure to communicable diseases. Ability to exercise sound judgment. Ability to deal tactfully with others; establish and maintain harmonious working relationships. Ability to prepare general and technical reports. Ability to communicate effectively in written and oral expression. Ability to prepare and use charts, graphs and tables. Ability to maintain accurate records.				
8. QUALIFICATIONS ACQUIRED ON JOB:				
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time or equivalent part-time, professional or paraprofessional experience in bacteriology, biology or biochemistry work or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: A Bachelor's or higher degree with a major in bacteriology, biology, chemistry or biochemistry may be substituted for the required experience. *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.				
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS: Must meet CLIA requirements for High-Complexity Testing Personnel.				
11. REMARKS: Willingness to work under conditions of potential exposure to infectious agents. Willingness to sign a Confidentiality Statement.				
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Agency

Prepared By

Initials of Incumbent Date

Initials of Supervisor Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.